

7 December 1981

MEMORANDUM FOR: See Distribution

FROM: Robert M. Gates
Director, Office of Policy and Planning

SUBJECT: DCI's Annual Report to Congress

1. The attached DCI memorandum (Tab A) provides general guidelines for preparing the DCI's Annual Report to the Congress. The DDCI has asked my office to take the lead in compiling the CIA's portion of the report. We will need contributions from your components no later than noon, 18 December.

2. Your submissions should follow the same general format of last year's report--I have attached a copy to use as a guide (Tab B). You may also want to comment on topics the DCI plans to address in his overview. Admiral Inman would like to emphasize the rebuilding theme, particularly efforts to improve analysis and policy support. The entire CIA chapter will again be limited to 10-12 double-spaced, typewritten pages, but your entire submission will be provided to the DDCI for review.

3. Please provide your contribution to [redacted] Policy Review Staff, 25X1 Room 7E19, Headquarters. If you have any questions, you may call her on [redacted]

[redacted]
Robert M. Gates

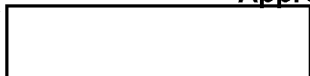
Attachments:

- A. DCI memorandum
- B. CIA portion of 1980 Annual Report

ADMINISTRATIVE-INTERNAL USE ONLY
UPON REMOVAL OF ATTACHMENT B

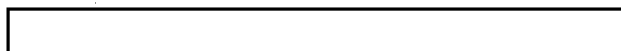
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- 1 - DDCI
- 2 - DDA
- 3 - DDO
- 4 - DDS&T
- 5 - D/NFAC
- 6 - IG
- 7 - GC
- 8 - Comptroller
- 9 - D/EE0
- 10 - D/OP
- 11 - D/OPP
- 12 - C/EAS/OPP
- 13 - C/IAS/OPP
- 14 - C/PS/OPP
- 15 - EXCOM Annual Rpt file
- 16 - EXCOM Chrono
- 17 - ER via ES

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT